

Roosevelt Junior College

GENERAL BULLETIN

1959-1960

**1235 Fifteenth Street
WEST PALM BEACH, FLORIDA**

ROOSEVELT JUNIOR COLLEGE

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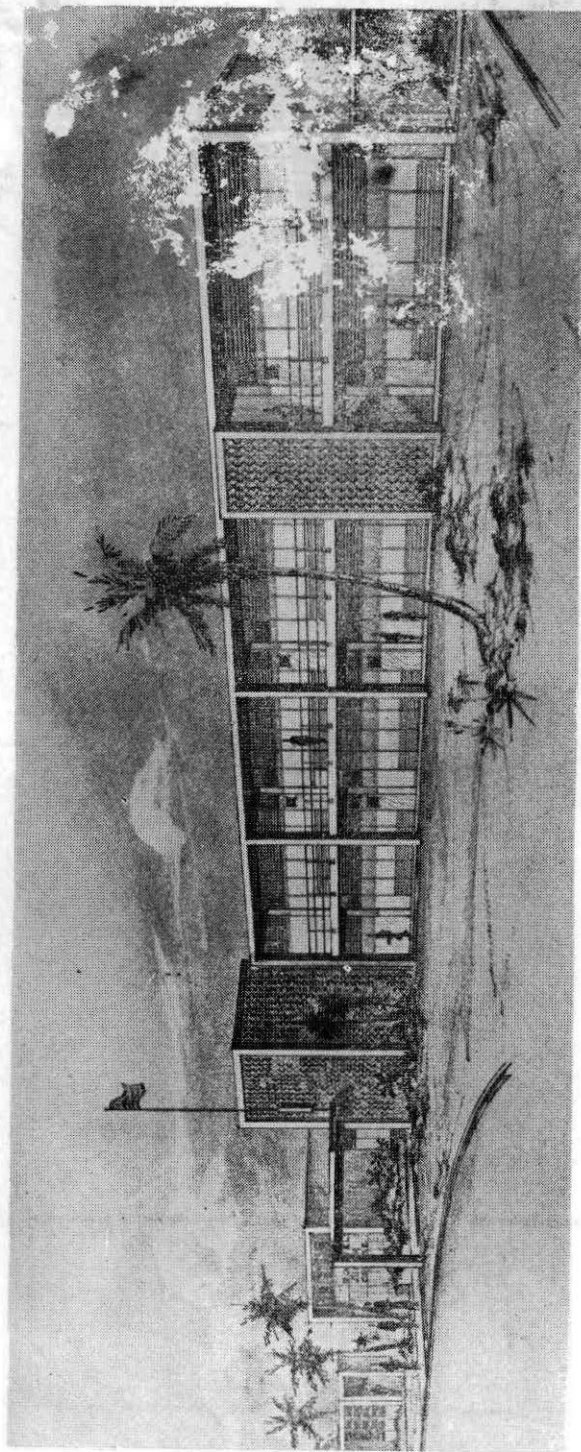
A TWO YEAR COEDUCATIONAL COLLEGE

OF THE

PALM BEACH COUNTY BOARD OF

PUBLIC INSTRUCTION

This bulletin is to be retained by
each student as a reference.



ROOSEVELT JUNIOR COLLEGE

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PALM BEACH COUNTY**

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EARLEY LEE VESSELL	General Business
B.S., Alcorn A and M College Advanced Study, New York University	

*PART-TIME

CALENDAR

1959-1960

Fall Semester

August 24, 25, 26.....	Faculty Planning
August 27.....	Testing and Orientation for Freshmen and Transfer Students
August 28, 31.....	Registration of Sophomores and continuation of Testing and Orientation Program
September 1, 2, 3.....	Registration of Freshmen
September 4.....	Classes Begin
September 7.....	Labor Day Holiday
September 18.....	Last Day to Register
October 26-30.....	Mid-Term Tests
October 30.....	Mid-Term Ends
November 11.....	Veterans Day Holiday
November 26, 27.....	Thanksgiving Holidays
December 21-January 1.....	Christmas Holidays
January 4.....	Classes Resume
January 15-22.....	First Semester Examinations
January 22.....	End of First Semester
January 25, 26.....	Mid-Term Holidays for Students

Spring Semester

January 25, 26.....	Testing and Orientation for Entering Students
January 27.....	Registration of Sophomores for Second Semester
January 28, 29.....	Registration of Freshmen for Second Semester
February 1.....	Classes Begin
February 12.....	Last Day to Register
March 21-25.....	Mid-Term Tests
March 25.....	Mid-Term Ends
April 15, 18.....	Easter Holidays
April 22.....	Holiday for Students (F.S.T.A.)
May 26-June 2.....	Semester Examinations
June 5.....	Baccalaureate
June 6.....	Recognition Night
June 8.....	Graduation

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GENERAL INFORMATION

History

Roosevelt Junior College was established in 1958 by the Board of Public Instruction of Palm Beach County as a two-year coeducational community college. The college is authorized and jointly supported by the State of Florida under the Minimum Foundation Program Law passed in 1947 by the Florida Legislature.

Purpose

The purpose of Roosevelt Junior College is to offer an educational program that meets the needs of youth and adults in this Community. In keeping with this broad goal, the College seeks to provide the following:

A guidance program that will help students to choose and accept goals that are appropriate to their abilities and limitations. Every effort will be made to aid students in the selection of Junior College offerings from which they can profit most.

A College transfer program (first two years) for those who seek sound preparation for continuing their education at an advanced level.

A program of Terminal Education for those who intend to enter gainful occupations at the end of two years of college or less.

A program of General Education for one seeking to broaden his cultural knowledge and become more effective as a person, a member of a family, a worker, a citizen.

A program of Community Services, in cooperation with other agencies of the area, designed to lead the intellectual and cultural life of the community; programs for information and entertainment; a center for participation in wholesome recreational activities; and activities leading to civic, social, moral and educational improvement of the community.

Location

During the 1959-60 School Year, the college is scheduled to move into its new building on a spacious campus located on Fifteenth Street, adjacent to Roosevelt High School.

Classroom, library and laboratory facilities, administrative offices, parking area etc., will be constructed as the first unit of a master campus plan.

At present the College is housed at Roosevelt High School on the corner of Fifteenth Street and Tamarind Avenue. Classes are scheduled in the late afternoon and evening, Monday through Friday.

Upon completion of the new building, Roosevelt Junior College will operate a Regular Day Program and an Evening Program. A student may complete graduation requirements under either program.

Accreditation

The courses and programs at Roosevelt Junior College are approved by the Florida State Department of Education. The College is authorized to

as well as emphasizing to them the fundamental right of assembly. These assemblies often bring to the campus prominent speakers and cultural programs.

STUDENT ACTIVITIES

Student Government

The students assume responsibility for their own affairs on campus through the Student Government Association. The entire student body elects the officers of the SGA and each class elects representatives to the Association.

Publications

Students are given the opportunity to get experience in the practical phases of Journalism through the publication of a school paper and a year-book. Experience in writing, editing, lay-out, photography and business management are provided through these publications.

Athletics

The college expects to organize a well-rounded program of intra-mural sports. Intercollegiate competition in basketball will be sponsored by the College.

Clubs

Clubs devoted to intellectual and recreational interests are encouraged and established according to student requests.

Clubs currently active are: Student NEA, Dramatics, Business and Choral Groups.



GENERAL REGULATIONS

ADMISSIONS

Requirements for Admission

1. Candidates for admission must be graduates of standard, accredited high schools.
If the high school is not accredited the student will be accepted provisionally upon certification of graduation and presentation of 16 Carnegie Units.
2. An equivalency of graduation certificate or an adult diploma obtained through General Education Development Tests may be accepted in lieu of high school graduation.
3. Qualified adults who wish to do special study but who are not interested in pursuing a degree program may enroll as special students.
4. Students may be admitted from other recognized colleges and universities insofar as their credits fit the curriculum chosen at the College. Such students must present a transcript. Only grades of C or higher may be accepted for Advanced Standing Credit.

Admission Procedure

The applicant should do the following:

1. Secure an application from the college.
2. Forward the application blank, filled out completely, to the College.

The applicant should request the following pertinent information be sent to the college.

1. Transcript of his high school record.
2. Record of his G.E.D. Test Scores from the State Department of Education, Tallahassee, Florida, if he holds a High School Equivalence Certificate.
3. Transcript of previous College record if he has previously attended college.

The applicant must submit:

1. A Medical Examination Report Blank, furnished by the College and completed by a physician.
2. A Residence Affidavit Blank, furnished by the College.

The applicant will be notified of his admission status by the College after his application has been received and his credentials reviewed. The applicant will be informed concerning dates when entrance tests are administered and Orientation Activities begin. Date and Time for a personal interview will be arranged.

Prospective students are urged to submit applications for admission well in advance of the semester in which enrollment is desired.

Students are accepted for admission to the College for the second semester, which begins in February, as well as for the Fall session.

Registration

All students will go through a registration process each semester in order to select courses and arrange class schedules. Registration will take place on the dates indicated on the published calendar. Thereafter, registration may occur by special permission of the College and upon payment of the late-registration fee.

Change of Registration

On dates set by the administration, during the first week of any semester, a student may make changes in his class schedule by completing the proper form obtained from the Registrar's Office. After the first week a student may not add a course for credit or change class sections.

Dropping a Class

Courses may be dropped or changed only with the approval of the Registrar. Courses dropped before the end of the fifth week will not be included on the student's Permanent Record. If a student officially drops a course or withdraws after the fifth week of classes, he will receive a grade of WP or WF for the course (or courses) depending upon his academic status at the

time of withdrawal. If a student withdraws from a class without official approval, he will receive an F (Failing) for the course.

Withdrawal From College

If a student finds it necessary to withdraw from college, he should report to the Registrar's Office without delay and complete the proper form to make his withdrawal official. A student is not officially withdrawn until he has satisfactorily filled out this blank and returned it to the Registrar's Office.

Classification of Students

FRESHMEN: Students with less than 28 semester hours of College credit.

SOPHOMORES: Students who have completed 28, but less than 64, semester hours of credit.

FULL-TIME STUDENTS: Students enrolled for 12 or more semester hours.

PART-TIME: Students enrolled for less than 12 semester hours.

UNCLASSIFIED: Students enrolled in College credit courses who are not classified as Freshman or Sophomore.

FLORIDA and NON-FLORIDA: A student is considered a Florida student when his parents have maintained residence within the State of Florida for twelve consecutive months prior to his enrollment in the Junior College. If the student is over twenty-one years of age, he must have maintained residence within the State of Florida for twelve consecutive months prior to his enrollment at the Junior College.

GENERAL REGULATIONS

Student Load

A student enrolled on a full-time basis normally carries a program of 12 to 18 credit hours. Special permission must be obtained from the Registrar in order to carry additional hours. Working students should expect to carry less than a full-time academic load.

Auditing

Students who do not want credit may register for most courses as auditors with the payment of the standard fees.

Credits

The semester hour, which is the unit of credit at the College, is the equivalent of a subject pursued one fifty-minute period a week for one semester. Laboratory hours are evaluated at the proportion of one credit for every two or three hours of laboratory work.

Attendance

Prompt and regular attendance in class and laboratory sessions is expected of all students. Except in cases of emergency, the number of absences

should not exceed one for each semester hour of credit in a course. When irregular attendance makes doubtful the satisfactory completion of any course, the student may be dropped from the course, at the discretion of the administration.

In event of absences in excess of the number allowed, written explanation must be presented to the Registrar by the person concerned.

Being excused for an absence in no way relieves the student of the responsibility of completing all the work of the course to the satisfaction of the instructor.

Discipline and Conduct

All students are expected to conduct themselves as ladies or gentlemen.

The College reserves the right to dismiss any student whose conduct on or off campus, is considered harmful to the College and to the community.

Violation of approved rules and regulations may make the student subject to dismissal from the College.

GRADING SYSTEM

Roosevelt Junior College uses the following grading system:

A —	Excellent	4 quality points
B —	Good	3 quality points
C —	Average	2 quality points
D —	Poor but passing	1 quality point
F —	Failure	0 quality point
I —	Incomplete	0 quality point
WP —	Withdrew passing	0 quality point
WF —	Withdrew failing	0 quality point
AUD —	Registered for audit	
S and U —	Non-Credit Courses	

Incomplete — A mark of I indicates incomplete work. "Incompletes" must be removed in a manner prescribed by the instructor, not later than the middle of the following semester in which the student is registered. Otherwise, the mark will be changed to an F on the official record.

WP and WF — These marks signify withdrawal from the college, or, by permission of the College, withdrawal from a course, with a passing or failing status.

Non-Credit Courses are graded S (Satisfactory) and U (Unsatisfactory).

Quality Point Average — The average is determined by multiplying the number of semester hours of each course taken in the total load, regardless of grade, by the number of points corresponding to the semester grade for the course. The total of all such points for the period is then divided by the number of semester hours for that period. The average is computed only on credit courses.

Failure and Probation — A student who fails half or more of his work, exclusive of physical education, during the term will be suspended from

the college. In order to reenroll he will be placed on probation for one semester. During this period of probation, failure to maintain a "C" (2.0) average will result in a second suspension which will be final. The student will not be eligible for further attendance at the College.

A student failing to maintain a "C" or 2.0 average will be reenrolled on probation for his next semester.

Failure to maintain a "C" or 2.0 average during this semester will cause him to be reenrolled his next semester on probation. If the "C" average is still not achieved during this third semester the student will be placed on academic suspension for a semester.

After a semester of suspension has passed, he may be readmitted for one semester on probation. Failure to maintain a "C" average during this semester will cause the student to be permanently suspended.

GRADES AND REPORTS

Reports

Informal reports covering the work of the student for the first half of each semester will be issued to all freshmen and to students doing unsatisfactory work.

Formal reports showing the official grades made by the student in each subject during the semester will be issued to the student at the close of each semester.

Dean's List

The purpose of the Roosevelt Junior College Dean's List is to commend officially those full-time students (14 hours and above) whose grades are "B" average, 3.0 or over.

Honors

Honor Lists of part-time students carrying at least six semester hours credits who have achieved a quality point average of 3.0 or over, will also be published each semester.

Examinations

Instructors are required to administer midterm and final examinations in each course. Periodic tests may be given at the discretion of each instructor. All students must take these examinations at the scheduled time and place.

GRADUATION REQUIREMENTS

To graduate from Roosevelt Junior College a student must:

1. Complete a two-year balanced course of study adapted to his needs, interests and capacities. The course of study must conform to a plan acceptable to the college.
2. Complete a minimum of 64 credit hours of work (the last 15 hours

must be taken in residence) with a grade point average of 2.0 or better. The work must include:

- a. Six semester hours in English Composition.
 - b. Four semester hours of Health and Physical Education (unless waived).
 - c. Freshman Orientation.
 - d. Six to twelve semester hours of Social Science (including a study of the U. S. Constitution).
 - e. Eight to sixteen semester hours in Science.
 - f. Six semester hours in Mathematics.
3. Earn at least 15 credits toward graduation at Roosevelt Junior College; must be in residence at the time final credits are earned toward graduation.
 4. File with the Registrar a petition for graduation before final registration of the last semester in attendance.
 5. Satisfy all general and specific requirements of Roosevelt Junior College, including the fulfillment of all financial obligations.
 6. Be in attendance at Commencement Exercises, unless a petition of absence is approved.

Students Planning to Transfer to a Four Year College

The Freshman and Sophomore years at Roosevelt Junior College may be planned more completely and accurately if the student knows where he will enroll for his senior college work. Every student is urgently advised when considering transfer to do the following:

1. Obtain a current catalogue from the four-year institution under consideration.
2. Check the four-year requirements with his faculty adviser whenever programs are planned.
3. Apply well in advance for admission to the four-year college.
4. File with the Registrar a request for a transcript of work done at Roosevelt Junior College.

Most four-year institutions will accept 64 semester hours of work done at the Junior College level.

A grade less than C is usually not accepted in transfer.

FEES

Florida Students

	First Semester	Second Semester
Registration fee	\$ 37.50	\$ 37.50
Student Activity fee	10.00	10.00
Library fee	1.00	1.00
Laboratory fee (each science course)	5.00	5.00

Non-Florida Students

	First Semester	Second Semester
Tuition	100.00	100.00
Registration fee	37.50	37.50
Student Activity fee	10.00	10.00
Library fee	1.00	1.00
Laboratory fee (each science course)	5.00	5.00

Special Students

Registration fee	5.00	5.00
Special Student fee (resident students) per credit hour	5.00	5.00
Special Student fee (non-resident students) per credit hour	10.00	10.00
Library fee	1.00	1.00
Maximum General fee to be charged	48.50	48.50
Laboratory fee (each science course)	5.00	5.00

Other Fees

A fee of \$5.00 is charged all students who do not complete their registration on the dates set by the College.

A fee of \$1.00 will be charged for each course dropped during a semester.

A transcript of credits will be furnished free to students desiring to attend another college, but a charge of \$1.00 will be assessed for each additional transcript.

Payment of Fees

Tuition and fees are due and payable at the time of registration; however, by paying a service fee of \$5.00 a student may defer a part of his fees by making a minimum payment of \$20.00 and arrange to pay the balance in six weekly installments. Special students who defer payment will be charged a service fee of \$1.00 per course.

All checks and money orders should be made payable to the College.

Fees for makeup examinations must be paid before the student is allowed to take the examination.

PROGRAM FOR VETERANS

Roosevelt Junior College is approved for Veteran's Training by the State Department of Education and the Veterans Administration. The College makes provision for men and women who wish to continue their education in a transfer program and for those who anticipate terminating their formal education upon the completion of the two year program. Veterans who plan to enroll should go to the nearest Veterans Administration Contact Office or County Veterans Service Office with a photostatic copy of Form DD-214, Notice of Separation from the Armed Forces, and make application for a certificate of eligibility and entitlement (V.A. Form 7-1993). When this V.A.

Form 7-1993 is received, it should be presented to the College for processing. No veteran is officially enrolled as a veteran until this form is received by the College.

Upon enrollment, veterans are required to pay all regular fees and charges, just as non-veterans. Upon certification by the College to the Veterans Administration as to satisfactory attendance, progress and conduct, veterans on PL-550 will receive educational allowance of \$110.00 a month if single, \$135.00 where there is one dependent, and \$160.00 where there are two or more dependents. Proportionate payments are made for three-fourths or one-half time attendance. Those who are eligible to attend under PL-346 or PL-894 may receive further information from the Veterans Administration Office.

Refunds

Any refund due the student may be obtained only after he has officially withdrawn. The effective date for calculation of refund will be the date the written notification is filed in the office of the Registrar.

<i>Period of Enrollment</i>	<i>Percentage of fee refunded</i>
(Calculated from the date instruction begins for the semester)	

Within the first five days	80%
Between the first five and ten days	60%
Between the first ten and fifteen days	40%
Between the first fifteen and twenty days	20%
Over twenty days	0%

Laboratory fees will be refunded in full to students if class is dropped during the first two weeks of the semester, provided the student remains in college.

Purpose of Student Activity Fee

A student activity fee, paid by each regular student at the beginning of each semester, is administered by the Executive Council of the Student Government and is used to defray expenses connected with maintaining the following activities: athletics, college paper, college annual, and such social activities as may be sponsored by the college. The payment of this fee entitles the student to an activity card by which he is admitted free to the games, programs, and social activities of the College.

Bookstore

Textbooks, materials required for class work, and basic supplies may be purchased in the bookstore operated by the College.

SCHOLARSHIPS

A limited number of scholarships is available for worthy students at Roosevelt Junior College. Information as to application for any such assistance may be secured from the Dean-Registrar.

State Scholarships — Roosevelt Junior College is one of the approved Florida institutions for State General Scholarships for the preparation of teachers. These scholarships, awarded by the State Department of Education on a competitive basis are for \$400.00 per school year for a maximum of four

years. The recipient is obligated to teach one year in Florida's Public Schools for each year the scholarship is in effect. Otherwise the recipient must repay the scholarship. Interested students should contact their high school principal or County Superintendent of Public Instruction concerning competitive examinations for these scholarships.

The Palm Beach County Board of Public Instruction will award a limited number of scholarships to Graduating Seniors from high schools in the County. The seniors must be in the upper 10 per cent of their graduating class and recommended by their principals.

Jerome French Scholarship

Mr. Jerome French gives a \$100.00 scholarship to be awarded to a worthy student who shows promise at Roosevelt Junior College.

Alice G. Mickens Scholarship

Mrs. Alice G. Mickens has made available a scholarship to be used in any curriculum in the Junior College. The basis of the award is need, character and scholarship.

Roosevelt Junior College Faculty Scholarships

A group of men and women faculty members awards one or two one-semester scholarships to outstanding students presently enrolled in the College. These scholarships are awarded on the basis of need, scholarship and character.

Leonora Sayles Scholarship

This scholarship was established in memory of Mrs. Leonora Sayles by her children, to be awarded to a student at Roosevelt Junior College on the basis of need, scholarship and character.

Custodians Club Scholarship

The Public School Custodians Club of West Palm Beach and Riviera Beach, gives annually, a scholarship to a deserving boy or girl on the basis of need, character and scholarship.

Gardenia Lit-So Club

The Gardenia Lit-so Club awards annually The Richey Littler Memorial Scholarship of \$150.00 to a member of the senior class from Roosevelt High School.

Roosevelt High School Parent Teacher Association

The Parent Teacher Association of Roosevelt High School established two scholarships to be awarded to deserving graduates from the institution.

Class of '49

The 1949 graduating class of Industrial High School, on the occasion of its 10 year reunion, made a one-year scholarship grant to a deserving graduate of the class of 1959.

From time to time other individuals, organizations or business firms, will make scholarship grants to the college or directly to graduating high school seniors who are planning to attend Roosevelt Junior College.

SUGGESTED PROGRAMS OF STUDY

The Curricula listed below are offered by Roosevelt Junior College to serve a variety of individual needs. In selecting his curriculum, a student should be sure that he is qualified by previous training and experience to matriculate in the area chosen.

These curricula are designed to cover the first two years of a typical college program in Liberal Arts, Business Administration and/or Education and Pre-Teacher Education.

All courses of instruction are arranged in curricula leading to the degree Associate in Arts. Terminal Programs are offered in General Education and Business.

At a later date the College expects to increase its Terminal and Transfer offerings.

GENERAL CURRICULUM

This basic curriculum is outlined for students who plan to transfer to a four year institution for upper division study or for students who desire a two year program of General Education but who do not intend to seek a four year college degree.

For College transfer students, appropriate variations can be made to meet pre-professional requirements, such as law, medicine and dentistry. Although this schedule is flexible and can be adjusted to individual needs, the College reserves the right to require a balanced program in keeping with its graduation requirements.

Students who desire a two-year program of General Education but who do not intend to transfer are allowed a great deal of latitude in their selection of subjects. Minimum graduation requirements must be met by those seeking the Associate in Arts Degree.

FRESHMAN YEAR

	Sem. I	Sem. II
Communications 101-102	3	3
*Modern Foreign Language	3	3
Social Science 101-102	3	3
**Biological or Physical Science 101-102	4	4
Mathematics	3	3
Health & Physical Education 101-102	1	1
Orientation	0	
	17	17

SOPHOMORE YEAR

English 201-202 (World Literature)	3	3
*Modern Foreign Language	3	3
History 201-202 (American History)	3	3
**Biological or Physical Science 101-102	4	4
***Electives	3-4	3-4
Health & Physical Education 201-202	1	1
	17-18	17-18

*Students planning to major in science may postpone their foreign language until the sophomore year. They would take 101-102 at the sophomore level and a technical language course after entering the upper division of a four year college.

**Students majoring in Science, Pre-Medicine or Pre-Dentistry should take Biology 121, 110, Chemistry 101, 103, Physics 201, 202, and Mathematics 103,104.

***Majors in the Humanities or Social Sciences should choose their electives from Economics, Psychology, History, Sociology, etc.

PRE-TEACHER EDUCATION

Recommended for students who plan to continue their training in Teacher Education at a Senior College or University.

FRESHMAN YEAR

	Sem. I	Sem. II
Communications 101-102	3	3
Social Science 101-102	3	3
Biological or Physical Science 101-102	4	4
Mathematics 101-102	3	3
Speech 101	3	
Education 101		3
Health & Physical Ed. 101-102	1	1
Orientation	0	
	17	17

SOPHOMORE YEAR

	Sem. I	Sem. II
English 201-202 (World Literature)	3	3
History 105-106	3	3
Biological or Physical Science 101-102	4	4
Psychology 210-211	3	3
Electives	3-4	3-4
Health & Physical Ed. 201-202	1	1
	17-18	17-18

Students are advised to indicate the teaching level (Elementary, Junior or Senior High School) on which certification is desired.

The suggested program outlined above, may be varied to comply with that of institutions to which students plan to transfer for upper division work.

BUSINESS

The Business area offers instruction and training leading to occupational competence. The emphasis is on vocational training for immediate employment upon graduation. However, the interests of transfer students are also met.

GENERAL BUSINESS**FRESHMAN YEAR**

	Sem. I	Sem. II
Communications 101-102	3	3
Social Science 101-102	3	3
Natural Science 101-102	4	4
Business Mathematics 105	3	
College Algebra 103		3
Typewriting 101-102	3	3
Health & Physical Education 101-102	1	1
Orientation	0	
	17	17

SOPHOMORE YEAR

	Sem. I	Sem. II
Accounting 201-202	3	3
Economics 201-202	3	3
Introduction to Business 201	3	
Business English 202		3
Typewriting 201-202	2	2
World Literature 201	3	
Health & Physical Education 201-202	1	1
Speech 105		3
	15	15

SECRETARIAL**FRESHMAN YEAR**

	Sem. I	Sem. II
Communications 101-102	3	3
Social Science 101-102	3	3
Shorthand 101-102	3	3
Business Mathematics 105	3	
College Algebra 103		3
Typewriting 101-102	3	3
Health & Physical Education 101-102	1	1
Orientation	0	
	16	16

SOPHOMORE YEAR

	Sem. I	Sem. II
Office Procedure 201	3	
Office Practice 202		3
Shorthand 201-202	3	3
Economics 201-202	3	3
Introduction to Business 201	3	
Typewriting 201-202	2	2
Health & Physical Education 201-202	1	1
Business English 202		3
World Literature 201	3	
Speech 105		3
	18	18

COURSES OF INSTRUCTION

On the following pages are descriptions of the course offerings of Roosevelt Junior College. The specific courses offered in any semester are to be found on the official class schedule issued each semester. The College reserves the right to withdraw any course offering when the class size is insufficient to warrant continuation of the course.

COURSE NUMBERING SYSTEM:

100-199 are courses intended primarily for freshmen.

200-299 are courses intended primarily for sophomores.

ART

Art 115. Art Appreciation. Survey of the development of painting, architecture and design planned to give an understanding of modern art and design, their origin, purpose and direction. Credit: 2 semester hours.

Art 201. Public School Art. Designed to increase understanding of the child and his creative work at various stages of development and to explore a wide variety of material. Credit: 2 semester hours.

Art 202. Public School Art. A continuation of Art 201. Special emphasis will be placed on the organization of the Art Program in the class room.

BUSINESS

Accounting 201. A fundamental study of accounting and business practice. This includes the study of business papers and recording procedure, and covers the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, and the form and preparation of financial statements, and provides instruction to the use of valuation accounts. A single-proprietorship set of books is kept as a part of the course. Credit: 3 semester hours.

Accounting 202. A continuation of accounting 201. A study of accounting procedures as applied to the partnership and the corporation. Topics include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation practice set is used. (Prerequisite: Accounting 101). Credit: 3 semester hours.

Business 201. Introduction to Business. A survey of American business enterprise and its operation. Special attention is given to business organizations, finance, organization of production, marketing, business occupations, and government and business relations. Credit: 3 semester hours.

Office Procedure 201. Designed to give the student such general office training as will enhance his opportunities for employment in the field of general clerical and secretarial work. Special emphasis is given to filing, adding and calculating machines and mimeographing. Credit: 3 semester hours.

Office Practice 202. This course is designed to correlate various office skills through actual work experience in the office. It includes secretarial training in general office procedure with clerical typing, letter writing, transcription from direct dictation to typewriter, transcription from shorthand. Credit: 3 semester hours.

Shorthand 101. The first semester's work is devoted to the fundamental principles of Gregg Shorthand. A dictation speed of 50, 60, and 70 words a minute on one and three-minute dictation tests with 95% accuracy in transcription is required. Credit: 3 semester hours.

Shorthand 102. This course develops skills of writing Gregg Shorthand up to 100 words a minute. One period a week is devoted to transcription. (Prerequisite: Shorthand 101). Credit: 3 semester hours.

Shorthand 201-202. Review of the principles of Gregg shorthand; phrasing, vocabulary building and speed training. The course continues and concludes the general instruction offered for stenographic work. (Prerequisite: Shorthand 101-102). Credit: 3 hours each semester.

Typewriting 101. Designed to develop correct typewriting techniques and the application to typewriting skill in letter writing, tabulation, centering and time writing. Credit: 3 semester hours.

Typewriting 102. A continuation of typewriting 101 with further application to letter writing, tabulation problems, manuscript writing, business reports, and legal papers. Emphasis will be placed on increased speed and accuracy. (Prerequisite: Typewriting 101). Credit: 3 semester hours.

Typewriting 201-202. The improvement of production ability. Emphasis is placed upon typewriting office projects such as letters in the various styles, telegrams, tabulated reports and legal documents. Special emphasis is devoted to production, skill and accuracy. (Prerequisites: Typewriting 101 and 102). Credit: 2 hours each semester.

ENGLISH

English 100. Basic English: A course designed for those students scoring within a certain range on the placement examination. Generally it will parallel English 101, but will meet five hours per week, the extra hours being devoted to the development of the basic skills in writing: vocabulary, punctuation, sentence structure and grammar. Students passing English 100 may enroll in English 102. Credit: 3 semester hours.

English 100-R. Reading. A course structured to develop needed skills in reading through the use of a variety of printed materials. Instruction will be geared to comprehension, rapid reading, vocabulary development, word recognition, and study habits. (English 100-R is offered in connection with English 100).

English 101. Freshmen Communications. This is primarily a skills course which aims to develop proficiency in all aspects of communication, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being factual matters. Credit: 3 semester hours.

English 102. Freshmen Communications. This course consists of three units which introduce the students to the role of language in thought and action. These three units are (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication (analysis of propaganda, etc.). The concern here is with the development of student ability to read critically and to write effectively. (Prerequisite: English 101). Credit: 3 semester hours.

English 201-202. World Literature. A study of the great masterpieces of literary forms and contents. It introduces the students to the best that has been known and written by renowned writers of the world. Credit: 3 hours each semester.

English 203-204. English Literature. A survey of English literature emphasizing the history and characteristics of certain literary forms, including the ballad, the epic, and modern narrative poetry. Credit: 3 hours each semester.

English 205-206. American Literature. Reading of representative literary works of significant writers to depict the origin and growth of American thought and culture. The reading and discussion will be based on selections from 19th and 20th century authors. Credit: 3 hours each semester.

Business English 202. Designed to train students to write mailable and effective business letters. Special emphasis on correct use of English; business letter practice and principles. Credit: 3 semester hours.

HEALTH AND PHYSICAL EDUCATION

Health Education 101. Personal Hygiene. This course is concerned with the development of desirable knowledge, attitudes, and practices of the principles of personal hygiene, mental hygiene, and the hygiene of family living. Credit: $\frac{1}{2}$ semester hour.

Health Education 102. Community Hygiene. This course includes the

study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. Credit: $\frac{1}{2}$ semester hour.

Health Education 103. First Aid. This course covers standard and accepted principles of first aid practices, dressings, and bandages, wounds, and artificial respiration. Successful completion of the course entitles the student to the American Red Cross Advanced Certificate. Credit: 1 semester hour.

Physical Education 101. (Men) Required Physical Education. A general review of team sports designed to give the student sufficient knowledge and skills in order that he may enjoy participation in intramural activities. Physical conditioning and posture control may be developed through the use of anthropometric tests and skills. Emphasis on the development of individual activities will be accomplished through participation in tumbling and gymnastics, track and field activities, and other sports of a recreational nature. Credit: $\frac{1}{2}$ semester hour.

Physical Education 102. (Men) Required Physical Education. A continuation of Physical Education 101. Credit: $\frac{1}{2}$ semester hour.

Physical Education 101. (Women) Required Physical Education. A brief review of team sports to develop additional skills in basketball, volleyball, and softball in order to provide better opportunities for participation in the intramural program. Basic skills in individual and dual activities will be stressed in activities of a carry-over nature such as, golf, bowling, fencing, aquatics, archery and tumbling. Credit: $\frac{1}{2}$ semester hour.

Physical Education 102. (Women) Required Physical Education. A continuation of Physical Education 101. Credit: $\frac{1}{2}$ semester hour.

Physical Education 201. (Men) Required Physical Education. The primary purpose of the second year of required physical education is to provide the student with fundamental knowledge and skills in sports activities that have leisure and recreational value of a carry-over nature. This purpose may best be achieved through provision for individual and dual activities as may be found in golf, tennis, badminton, handball, archery, wrestling, gymnastics swimming and water sports life saving, dance, and other recreational activities. Credit: 1 semester hour.

Physical Education 202. (Men) Required Physical Education. A continuation of Physical Education 201. Credit: 1 semester hour.

Physical Education 201. (Women) Required Physical Education. This course introduces the students to facts concerning activities in relation to individual and group living. Practice of additional skills in bowling, golf, tennis, badminton, archery, fencing and tumbling will be studied with emphasis on the development of recreational values to be used in later life. Credit: 1 semester hour.

Physical Education 202. (Women) Required Physical Education. A continuation of Physical Education 201. Credit: 1 semester hour.

MATHEMATICS

Mathematics 100. Arithmetic in General Education. Intended for students who need remedial work before going on with Basic Mathematics. It is a remedial course in arithmetic consisting of a clear explanation of the Fundamental Principles of Arithmetic leading to confidence, skill and accuracy in all numerical work. (Student's need for this course is determined by performance on a mathematics placement test). Non-credit course.

Mathematics 101. Basic Mathematics. A course which serves as a foundation for all work which might follow in mathematics. It integrates the concepts of arithmetic, algebra, geometry, and trigonometry, into a functional basic course. Credit: 3 semester hours.

Mathematics 102. Basic Mathematics. Designed for students who are taking terminal courses and would like to take more mathematics beyond 101 but are not interested in technical mathematics. This course will extend the topics presented in Basic Mathematics 101 and present more applications. Credit: 3 semester hours.

Mathematics 103. College Algebra. Designed for students who have had at least one year of high school Algebra and show interest in Mathematics or any phase of science or technology. A grade of at least "C" in former courses is a necessary prerequisite also. Credit: 3 semester hours.

Mathematics 104. Plane Trigonometry. Designed for students who have taken College Algebra and are interested in the Physical Sciences or show indications of promising work in mathematics. The course includes work with the trigonometric functions and their graphs; functions of sum and difference of angles; half angles and multiple angles; equations and identities; logarithms and slide rule; solution of triangles; calculations with tables; complex numbers. Credit: 3 semester hours.

Mathematics 201. Plane Analytic Geometry. Intended for students who plan to take calculus. Topics included: equation of a straight line, locus concept, the circle, the conics, rotation of axes, the general second degree equation, parametric equations and polar equations. Topics covered in solid analytics are: direction cosines, the plane, the straight line and curves in general, quadratic surfaces. (Prerequisite: College Algebra and knowledge of trigonometry). Credit: 3 semester hours.

Mathematics 202. Calculus I. Intended for students who have taken college algebra and analytic geometry. Topics include: Differentiation of algebraic and trigonometric functions, integration of polynomials, and applications. Credit: 3 semester hours.

Business Mathematics 105- This course provides for a high develop-

ment of skill in all phases of the fundamentals of arithmetic with emphasis on everyday business calculations. Credit: 3 semester hours.

MODERN FOREIGN LANGUAGES

French 101-102. Elementary French. Foundations in pronunciation and grammar; exercises in conversation and written and oral translation. Credit: 3 hours each semester.

French 201-202. Intermediate French. For those who desire to improve their reading knowledge of French and increase their conversational ability. Short stories, plays and novelettes by French authors are read. (Prerequisite: French 101-102 or two years of high school French). Credit: 3 hours each semester.

Spanish 101-102. For beginners who wish to read and speak Spanish and to become acquainted with the geography, history, literature, art, music and customs of Spain, Mexico and other Spanish-speaking countries. Credit: 3 hours each semester.

Spanish 201-202. Intermediate Spanish. For those who wish to improve their reading knowledge and conversational ability in the language. The reading material consists of short stories and other selections by Spanish and Latin American authors. (Prerequisite: Spanish 101-102 or two years of high school Spanish). Credit: 3 hours each semester.

MUSIC

Music 101. Music Appreciation. An introduction to the study of music as an art with illustrations for intelligent listening as a basis for appreciation. Credit: 2 semester hours.

Music 201-202. Public School Music. Development of basic skills and fundamentals necessary in the teaching of music in the elementary school. Musicianship, voice development, singing, and conducting appropriate to the needs of the elementary school are emphasized. Credit: 2 hours each semester.

SCIENCE

Biological Science 101. Biological Science 101 provides an introduction to fundamentals of biology through a study of the structure, functions, and classifications of plants and animals. The course provides a background for more advanced courses and a knowledge useful to those students who do not plan to do further work in this field. This course deals primarily with plant life. Credit: 4 semester hours.

Biological Science 102. Biological Science 102 is a continuation of 101. It deals primarily with animal life and heredity. Credit: 4 semester hours.

Biology 110. Botany (3 lectures 4 laboratory hours per week). A study of the classification, structures and functions of the various phyla of plants. Preserved and living specimens are examined under the microscope.

Living specimens are used to observe responses to the environment. Credit: 4 semester hours.

Biology 121. Zoology. A study of the classification and organization of the various groups of vertebrates and invertebrates. Structure, function, and comparative relationships are brought out through lectures, laboratory dissection, and the use of the microscope. Especially useful for those interested in further study in the biological sciences. Required for Pre-Dental, Pre-Medical and Pre-Nursing students. Credit: 4 semester hours.

Chemistry 101. General Inorganic Chemistry. A thorough study of the fundamentals, theories, laws and principles of Inorganic Chemistry is made. Emphasis is placed upon the mathematics required for chemistry. Credit: 4 semester hours.

Chemistry 102. General College Chemistry. A continuation of Chemistry 101. The application of the principles to the metals and the non-metals. The laboratory will be qualitative analysis. (Prerequisite: Chemistry 101). Credit: 4 semester hours.

Chemistry 103. Qualitative Analysis. A course based on the theory and practice of inorganic qualitative analysis dependent upon the principles of modern chemistry. One hour of the laboratory time is devoted to lecture on theories upon which qualitative analysis is dependent. Required for Pre-Nursing, Pre-Medical, Pre-Dental students and for students who plan to study pharmacy. (Prerequisite: Chemistry 101). Credit: 5 semester hours.

Physical Science 101. Survey of Physical Science. A survey of the development of science in general, including the study of: meteorology-climate and weather; astronomy; the earth in the solar system and the universe; and geology; the history of the earth and changes in its surface. Credit: 4 semester hours.

Physical Science 102. Survey of Physical Science. A survey of the fundamental concepts of chemistry and physics with the use of simple mathematics in their application to every day life. This semester includes the study of: chemical, physical, and nuclear changes; the nature, structure, and classification of chemical elements and compounds; the production and use of metals in our civilization; the carbon, nitrogen, and hydrogen cycles; combustion, sound, light, and electricity as forms of energy. This semester is recommended for students planning to take chemistry and physics but who have not had these courses in high school. Credit: 4 semester hours.

Physics 201-202. College Physics. A study of the principles and laws in mechanics, heat, light, sound, and electricity, experimental work conducted in the above topics. Three lectures and two, two-hour laboratory periods each week. (Prerequisite or taken concurrently: Mathematics 101, 102). Credit: 4 hours each semester.

SOCIAL SCIENCE

Social Science 101. American Institutions. Sociological Foundations. A study of the individual as a member of social groups, major social institutions and their development. Basic problems of group and institutional life are also emphasized. This course is fundamentally an introduction to sociology. Credit: 3 semester hours.

Social Science 102. American Institutions. Economic and Political Institutions. A continuation of Social Science 101 but emphasizing economic and political institutions, their development, characteristics, and major problems. In connection with the study of political institutions, the course provides for a detailed study of the Constitution of the United States. Credit: 3 semester hours.

History 105. History of Western Civilization. A survey of the development of western civilization with special interest placed upon the heritage of the United States and with factors which have influenced civilization. Credit: 3 semester hours.

History 106. History of Western Civilization. This course emphasizes the consolidation of large states and the evolution of the democratic processes. The influence of the movements on American Life is also stressed. Credit: 3 semester hours.

History 201. History of the United States. This course covers the historical forces which shaped American Life between 1492 and 1865 with emphasis on the political experiences of the colonies; the establishment of our national government; the rise of political parties, democratic and reform movements, and the Civil War. Credit: 3 semester hours.

History 202. History of the United States, 1865 to the present. This course stresses Reconstruction, North and South; the economic revolution; social and agrarian movements; and the World Wars. Credit: 3 semester hours.

Political Science 210. Introduction to American Government. This course includes a study of the legislative, judicial, and executive branches of the national government, with emphasis on the machinery and functions of the United States. Credit: 3 semester hours.

Principles of Economics 201. Introduction to Economics. This course deals with the nature and scope of economics and aims to provide an understanding of the basic economic concepts. It includes topics such as problems of the consumer, the nature of production, price determination, and distribution. Credit: 3 semester hours.

Principles of Economics 202. This course is a continuation of Economics 201, and attempts to relate the principles of economics to problems of American economy. Topics covered are money and banking, government finance, international trade, industrial relations, and problems

of monopoly. (Prerequisite: Economics 201). Credit: 3 semester hours.

Economics 203. Consumer Economics. The emphasis in this course is placed on economic problems of special interest to the consumer. Credit 3 semester hours.

Sociology 200. Introduction to Sociology. This course deals with the principles of collective behavior, social process, personality development and culture. Credit: 3 semester hours.

Sociology 205. Marriage and The Family. Provides a source of information on the general subject of marriage and family relations. Open to any student, unmarried or married, who is sincerely interested in attitudes and information with which he might intelligently plan for marriage or develop his present marital relations. Concerned with courtship, choosing a mate, the engagement, factors in marital adjustment, family budgeting, parenthood, and related topics. (Prerequisite: Sociology 200 or consent of the instructor). Credit: 3 semester hours.

PSYCHOLOGY AND EDUCATION

Education 101. Introduction to Education. An exploratory course in education designed for those students who wish to become teachers. Attention is given to the place of education in American culture, the social and philosophical movements which have shaped the course of education in America from Colonial times to the present; the organization and administration of education, personnel, physical facilities and equipment, opportunities, rewards, placements, trends, training and certification requirements. Special emphasis is given to Florida's School Program. Credit: 3 semester hours.

Psychology 110. General Psychology. This course is an introduction to psychology and it consists of a systematic study of the development of psychology as a science. A survey of the methods, techniques, and experiments of the field is made. Credit: 3 semester hours.

Psychology 200-201. Human Growth and Development. The purpose of this course is to help the student understand that growth and development are processes which are characteristic of human beings and are continuous from conception to adulthood and maturity. The characteristics of mental life and learning, emotional, physiological, moral and personality development, and social adjustment are studied to give the student a better understanding of the behavior of children and youth. Credit: 3 hours each semester.

Psychology 202. Educational Psychology. The various theories of learning are examined. The literature dealing with education from pre-school to college level is surveyed. Topics include principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance and measurement. Credit: 3 semester hours.

SPEECH

Speech 105. Fundamentals of Speech. A course designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation, listening, the skills of oral reading, and the skills of informative speaking. Credit: 3 semester hours.

Speech 106. Public Speaking. A course designed to give the students practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing, and diction. Special emphasis is placed upon purpose, audience, occasion. Credit: 3 semester hours.

*Roosevelt Junior College reserves the right
to make changes in its program when
such changes become necessary.*